

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO.:

06-20

OPENED:

November 17, 2006

CLOSED:

When Filled

**POSITION, TITLE, GRADE
AND SALARY:**

Library Intern (several positions may be available)

LOCATION OF POSITION:

United States Court of Appeals
for the Federal Circuit
Library
717 Madison Place, N.W.
Washington, D.C. 20439

DUTIES: Working in a court library environment, a library intern provides technical and clerical support to the librarians and library technicians.

The duties of a library intern include but are not limited to: inputting information into the library's integrated library system (ILS); assisting in the processing of books and other library materials; assisting in the maintenance, organization and indexing of items related to the court's history, including documents and photographs, audio and video tapes, CDs and DVDs; shelving books and other materials in the library ; delivering books, articles, etc. to court offices and judges' chambers ; photocopying and fax items as needed ; assisting in the maintenance of library materials in storage.

QUALIFICATIONS: Progressively responsible clerical, office administrative, or other work which provide knowledge of general office procedures and practices such as data entry, filing, and record keeping. Experience with Microsoft Word, Excel and Access is preferred. High School diploma or its equivalent is required.

ADDITIONAL INFORMATION:

Pay is by the hour, with a minimum of 16 hours of work per week to a maximum of 40 hours per week. No civil service or other benefits are available.

TO APPLY:

Send a resume of SF-612, two letters of recommendation, a writing sample and cover letter to:

Patricia M. McDermott
Circuit Librarian
U. S. Court of Appeals for the Federal Circuit
Library
717 Madison Place, N. W.
Washington, DC 20439
library@cafc.uscourts.gov

The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer.

Applicants must be United States Citizens or eligible to work in the United States. Applicants will be subject to a background investigation and fingerprinting.

This position is subject to mandatory Electronic Fund Transfer program (EFT) participation for payment of net pay.